

**Policy: AD-05-02**  
**Policy Title: Daily Security Checklist**  
**Policy Purpose: Public Works Campus Security**  
**Implementation Date: 01/12/2005**  
**Revision Date: N/A**

**TOWN OF WESTFIELD**  
**PUBLIC WORKS DEPARTMENT**  
Daily Security Checklist

This policy is being created to set forth guidelines and a checklist for ensuring that the Westfield Public Works Department grounds and facilities are locked and secured. The attached checklist is to be completed at the end of normal workdays by the Street On-Call associate and the attached form is required to be filled out and returned to the Street, Grounds and Maintenance Supervisor's in-box prior to leaving the premises.

This policy does not relieve individual WPWD associates from their primary responsibility of locking their required overhead garage bay door and locking and securing their assigned vehicle. The Street On-Call associate is to report any assigned overhead garage bay door and vehicle that is not locked and secured daily. The Street On-Call associate is to lock all overhead garage bay doors and vehicles prior to leaving the premises, any associate that is still working in the field after hours will return to a locked door and is responsible for locking their overhead garage bay door after securing their vehicle and/or equipment.

Bruce A. Hauk, Director  
Westfield Public Works

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT**

**ON CALL – END OF THE DAY - DAILY SECURITY CHECKLIST**

- \_\_\_\_\_ 1. Verify that all overhead garage door bays are locked and secured on all buildings.
- \_\_\_\_\_ 2. Verify that all entry doors are locked and secured on all buildings. The General Office and the Customer Service Office will be responsible for ensuring that all entry doors are locked to those respective buildings.
- \_\_\_\_\_ 3. Verify that all required interior building lights are turned off with the exception of all lights that are marked to be left on.
- \_\_\_\_\_ 4. Verify that all power equipment and or tools are shut off and secured (i.e. tools that generate heat or may emit gaseous (explosive) gases – welding or cut off torch equipment).
- \_\_\_\_\_ 5. Switch main General Office entry gate from “Work Hours” to “After Hours” and ensure that the gate closes before leaving premises. The Customer Service Office will be responsible for ensuring that the Customer Service gate is switched from “Work Hours” to “After Hours”.
- \_\_\_\_\_ 6. Activate security system for the garage/break room building. This item will be completed after placing this form in the Streets, Grounds and Maintenances in-box, but by marking this box indicates that this item will be completed. The General Office and the Customer Service Office will be responsible for ensuring that the alarm security system is activated for their respective buildings.

The following area is for notes on doors that where not locked by associates responsible for their assigned garage door bay and for additional items that are observed or are noticed to require attention (ie. damaged doors or locks).

Notes:

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I have verified that all above items have been checked and secured.

On Call Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“This form is required to be filled out and returned to the Street,  
Grounds and Maintenance Supervisors in-box prior to leaving premises.”**